



Human Resources Department

p: 503-526-2200 f: 503-526-2572

**YOUTH SERVICES REFERENCE ASSISTANT (30 hours per week)
BEAVERTON CITY LIBRARY @ MURRAY SCHOLLS**

****2 Positions****

Contingent on City Council Approval

SALARY RANGE: \$18.45 - 24.72 per hour

CLOSING DATE: February 26, 2016

ABOUT THE JOB:

Beaverton City Library Youth Services is proud to provide excellent and innovative services to Beaverton children and teens through outstanding collections, enthusiastic outreach and innovative library programming. Our Murray Scholls branch was expanded in early 2015 to include a separate children's room and additional children's programming. With Murray Scholls' focus on youth, we seek a customer-service oriented reference assistant who can serve youth with imaginative, inventive and exciting library services. The ideal candidate possesses excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Additionally, they would have strong reader's advisory and technology skills. This position includes evening and weekend hours.

ESSENTIAL FUNCTIONS OF THE JOB:

Work with the Youth Services team to cultivate a welcoming and resource-rich atmosphere at our Murray Scholls branch. The position involves connecting children and their families and other library users with resources at the children's desk and creating community through programming. Duties for this position will include, but are not limited to:

- Providing a weekly storytime and other programming for children;
- Providing quick and accurate answers to patron's reference, readers advisory and other questions using appropriate reference techniques at the children's desk while supervising the children and teen areas;
- Assisting patrons in the use of library materials, computers, databases, eBooks, and knowledge of social media;
- Guiding program volunteers in their tasks.

TO QUALIFY:

Requires a Bachelor's degree and two years experience in a library setting in reference or related services, or an equivalent combination of

education and experience. Previous programming experience highly desirable.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.

HOW TO APPLY:

All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

SUPPLEMENTAL QUESTIONS:

- a. Please share why you enjoy working with children, teens, and families.
- b. Please list your experience preparing and delivering storytimes.
- c. Please provide an outline for a spring break program.